



VACANCY ANNOUNCEMENT 58

Date 05/20/2013



ANNOUNCEMENT NUMBER: 58

OPEN TO: All Interested Candidates.

POSITION: Voucher Examiner/ Payroll,
LES-7⁽¹⁾; FP-7⁽²⁾

OPENING DATE: May 20, 2013

CLOSING DATE: June 3, 2013

WORK HOURS: Full-time; 40 hours/week.

SALARY: (1) Mission Policy is to hire LES employees at step 1 of the grade. The current annual salary for an LES-7, step 1 is L.E. 64,281.

(2) Actual FP grade and salary will be determined by the US Department of State.

Notes: All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

Best qualified displaced/RIFed employees will receive priority *consideration* if no US Citizens, family members or veterans apply.

The U.S. Embassy in Cairo is seeking an individual for the position of Voucher Examiner/ Payroll in the Financial Management Office.

BASIC FUNCTION OF POSITION

The incumbent is responsible for auditing, examining and processing different difficult and complex allowance payment vouchers for American



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employees for education, grants and different kinds of medical vouchers according to governing regulations. Requests EFT or check payments for vendors satisfying prompt payment obligations. Reconciles outstanding payments with vendor statement of accounts and responds to employee and vendor inquiries.

The incumbent is responsible for examining and processing other payments such as the Incentive Cash, Safe Driving, Extra Mile Awards for all agencies, funeral expenses for deceased employees, severance pay, supplemental salary payments (minimum wage), for American employees and FSNs pay rolled by CFSC/Charleston and FSC/Bangkok.

The incumbent independently exercises judgment in interpreting and applying regulations and determining accuracy of documentations and legality of payments.

The incumbent is responsible for providing payroll liaison services between Capps-Washington, CFSC/Charleston, FSC/Bangkok and the Embassy 150 American and 1200 Egyptian employees working in different agencies; State, Public Affairs, FAS, FCS, DAO, DEA and OMC.

The incumbent is responsible for training all timekeepers (60) on the use of the Win T&A software to ensure accuracy and to avoid any duplication that might cause overpayments.

The incumbent is responsible for receiving and examining all SF-1190 applications for education to grantee correct payments to the schools and to avoid overpayment. Also, examines SF-1190 applications related to other allowances such as Post Differential, Separate Maintenance (SMA) and ensures that these applications are approved by the granting authority.

The incumbent is responsible for ensuring that American employees complete other important payroll forms such as RAMC/P-13 for charging home leave days and other absences. W-4 forms for taxes and SF-1199A for depositing their salary payments. Also, calculates pay advances for American employee departing post.

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QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor degree in Accounting and Finance is required.
2. Two years of progressively more responsible work in voucher examining is required.
3. Level III (good working knowledge) in written and spoken English and Arabic is required.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:



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1. The Universal Application for Employment (UAE) DS-174 (link to instructions and applications: <http://egypt.usembassy.gov/hr.html>)

2. Candidates must provide in the application (DS-174) names of family members working in the Mission.

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application or the preference will not be applied.

4. (Optional): Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.


SUBMIT APPLICATION TO

Human Resources Office
Attention: Neveen Elias or Lamiaa Hafez
U.S. Embassy, Cairo
8, Kamal El Din Salah Street, Garden City
Email: cairojobs@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;

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and

--Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. Citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 3, 2013

The US Mission in Cairo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.



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The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.